



## **Activity Center**

260 Clubhouse Drive  
Gulf Shores, AL 36542

**Square ft: 2,400**

**Capacity: 200 theatre style  
150 table seating**

**Intended Usage:** to provide adult meeting and activity space to business and civic organizations and residents of the City of Gulf Shores. The facility may be used for activities such as civic organization meetings, civic organization sponsored events such as fund raisers, other public activities, parties, and luncheons. The facility may be used as a meeting space for small conventions of not more than 60 people, or as an adjunct meeting room when the Civic Center is rented to the same organization. The facility may be used by businesses for staff meetings or on a once per year basis for informational seminars.

**General Rate-** applies to any event that is social or civic. Such events may include but are not limited to: wedding receptions, birthday parties, social conventions, banquets, holiday gatherings, etc.

**Resident Rate-** applies to any event that is social or civic in which case the individual or business resides in the corporate limits of Gulf Shores. The renter must be able to provide proof of residency. Acceptable proofs of residency are: valid drivers' license, recent utility bill, voter registration, copy of lease and/or business license.

**Commercial Rate**  
**General Rate**  
**Resident Rate**

**Not available at this facility**  
**\$300 per day**  
**\$200 per day**

Welcome to the Activity Center. This facility is scheduled through the Recreation and Cultural Affairs Division, located at City Hall, 1905 West 1<sup>st</sup> St, Gulf Shores AL. The mailing address is Rental Specialist, P O Box 299, Gulf Shores, AL 36547. The telephone located in the kitchen was installed for your convenience and use. The number is (251) 968-9556.

#### TERMS, CONDITIONS AND USER RESPONSIBILITIES

- A. The general purpose of the Adult Activity Center is to provide adult meeting and activity space to business and civic organizations and residents of the City of Gulf Shores.
- B. The facility may be used for activities such as civic organization meetings, civic organization sponsored events, such as fund raisers, other public activities, parties and luncheons. The facility may be used as a meeting space for small conventions of not more than 60 people, or as an adjunct meeting room when the Civic Center is rented to the same organization. The facility may be used by businesses for staff meetings or on a once per year basis for informational or educational seminars of not more than 60 people.
- C. Only an adult may rent the facility. An adult is considered to be 21 years of age or older. When a function is attended by minors, one adult must be present for every ten minors.
- D. All rentals are based on an eight (8) hour day. Hours over eight (8) are charged at \$25 per hour.
- E. Keys to the facility will be checked in and out to scheduled users by the dispatchers located at the Gulf Shores Police Department, upon presentation of a Key Authorization Form issued by City rental staff.
- F. No smoking is allowed in or around the building at any time. You may smoke in the designated smoking area located between this building and the Erie Meyer Civic Center, pursuant to City of Gulf Shores Ordinance 1478.
- G. Alcohol may be consumed so long as it is done in accordance with Federal, State of Alabama and City of Gulf Shores regulations. All alcohol shall be Alabama State taxed. No alcohol may be SOLD on the premises.
- H. All food service and use of kitchen facilities must comply with all Alabama Department of Public Health regulations.
- I. No frying of food is allowed in the building at any time by order of the Fire Marshal.
- J. No inflatable or bouncing structures are allowed inside the building.
- K. The user is responsible for furniture set up and tear down. The user will put all tables and chairs into the storeroom after their function, tables upside down on table racks and chairs facing the same direction on chair racks.
- L. Decorations shall be limited to tabletops or free standing. ***No tacks, pins, staples, nails, tape, or any other kind of adhesives shall be used on the walls, ceilings or acoustical panels. Attaching anything to the building will be considered damage and you will be charged accordingly.***
- M. No Rice, birdseed, confetti, glitter or like material will be allowed inside or outside of the facility.
- N. Equipment and supplies located in the facility are the property of the City of Gulf Shores. No City property will be loaned or permitted to be removed from the premises under any condition.
- O. Cleaning: The user is responsible for vacuuming and mopping after each function. Kitchen is to be cleaned before vacating premises; sinks, counters, coffee pots, refrigerator, table tops and floor. All trash/debris are to be placed inside the dumpster located in the fenced area near the Civic Center. Trash cans are available inside the facility, cleaning equipment may be found in the storeroom, kitchen or outside the kitchen door.
- P. The user is responsible for turning off lights before exiting, making sure all doors leading outside are locked, and returning the key to the Gulf Shores Police Department.
- Q. You must return the key at the end of your rental period or be required to pay \$15 per hour until the key is returned.

#### SPACE AND EQUIPMENT

The meeting room dimensions are 40' x 60'. Equipment located in the facility:

35 - 6' tables	175 chairs	1 - tabletop podium	1 - projector screen
2 - microwave ovens	2 - household ovens	2 - household dishwashers	1 - 4 burner range
2 - 55 cup coffee makers	25 - card tables	1 - commercial 2 door refrigerator	1 - ice machine

\* Please be prepared to bring your own supplies such as dish soap, dish towels, salt & pepper, trash bags, etc.

Additional equipment is available for use at the rental rate of:

Audio/visual - \$20 each      Portable Stage - \$25 (2 - 4' x 8' sections)

#### CANCELLATION/REFUND POLICY

A. In case of cancellation: 90% of the rental rate will be refunded if the event is cancelled 180 days or more prior to scheduled event; 75% of rental rate will be refunded if event is cancelled 91 to 179 days prior to scheduled event; 0% of the rental rate will be refunded if event is cancelled 90 days or less prior to scheduled event.

#### DAMAGE AND OR CLEANING

A. Damage to the facility or failure to leave the facility clean will result in loss of your damage/cleaning deposit, pursuit by the City for collection of damages sustained and cancellation of any remaining scheduled events.

#### AGREEMENT

By executing this agreement and paying the appropriate fee, the undersigned Lessee agrees that he/she has read and understands the above information regarding terms and responsibility, agrees to the terms and further that any damage to the Activity Center will be the responsibility of the Lessee and paid for by the Lessee.